Title 14 Reserve Mobilization

Overview

Introduction

This section provides the procedures and guidance for completing Title 14 Reserve Mobilization for Command Users, ISC (pf) and Servicing Personnel Offices (SPO). This guide is for Reservists recalled to active duty under Title 14 orders.

Reference

The following references provide additional information about PCS entitlements and regulations.

   (a) Personnel Manual, COMDTINST M1000.6 (series)
   (b) Reserve Policy Manual, M1001.28 (series)
   (c) Pay Manual, COMDTINST M7220.29 (series)
   (d) Personnel and Pay Procedures Manual, PSCINST Ml000.2 (series), Chap 11)

Topics

The following topics are covered in this section.

Travel Order Numbers and Accounting Data

The system will generate TONOs and accounting data for Pay & Allowances and FICA for all reserve orders except ADSW-AC (which are funded by the unit). The system generated TONOs and accounting data will not be visible until the ISC (fot/pf) approves AND saves the orders. You cannot manually override or enter any accounting information unless the orders are ADSW-AC. Travel lines (document types 11 or 13) will not be generated by Direct-Access. You will need to issue an amendment to the orders (via memo or enter the accounting string in the orders notes section) to add a travel accounting line. The accounting information will have to be provided by the ISC using the process that was in place to generate accounting data prior to release 11.

Discussion

Members of the Reserve Component may be mobilized under several different legislative authorities. The legislative authority used has implications on the members' pay and travel entitlements. When a reservist on Title 14 is demobilized they typically revert to their prior reserve status.

Airport Terminal

Once the ISC (pf) approves the mobilization orders the orders are available via the Airport Terminal for SPOs to input the actual reporting and departing days. The Airport Terminal is limited to authorized Command Users, Assignment Officers, SPO, HQ, CGPC, TQC and Training Center Staffs.

Title 14 Reserve Mobilization

Routing

Reserve Orders are routed for review and approval via e-mail in Direct Access. When an Emplid is entered in the "Route to" block, Direct Access automatically sends an email, which contains the link to the Orders. A supervisor simply clicks on the link located in the text of the email to review and or approve the Reserve Orders.

Types of Mobilization

Legislative Authority   The legislative authorities under which a member may be mobilized are listed below.

Citation	Enabling Authority	In Response to:	Type & Limitations
14 U.S.C. 712	Secretary of Homeland Defense	Serious natural or manmade disasters, accidents or catastrophes	Involuntary. Not more than 30 days per four-month period or 60 per two year period
10 U.S.C. 12301(a)	Congress	War or National emergency declared by Congress	Involuntary. Duration of war or national emergency plus six months.
10 U.S.C. 12301(d)	Designated Authority	Any Event or request for EAD, ADSW, Retired recall, etc.	Voluntary. Retain only with member consent
10 U.S.C. 12302	President	National Emergency declared by the President	Involuntary. Not more than 24 consecutive months.
10 U.S.C. 12304	President	SELRES Augmentation for any mission deemed necessary by President	Involuntary. Not more than 270 days.

Note: Mobilizations connected with 9/11/2001 have been under the authority of 10 U.S.C. 12302

Title 14 Reserve Mobilization

Mobilization Process

The mobilization process depends on communication between several participants. This process is broken down into stages identifying what needs to be completed and who is responsible.

Stage	Who Does It	What Happens
1	**Commandant**	A Mobilization ALCOAST is issued.
2	**District, ISC (pf) and Field Units**	All players work together to identify reserve members for mobilization.
3	**Member (CGSSMBR) or SPO (CGHRS/CGHRSUP) or ISC (pf) (CGRSVISC)**	<u>Home</u> > <u>Self</u> <u>Service</u> > <u>Employee</u> > <u>Tasks</u> > **Reserve Orders** (reservist) Or <u>Home</u> > <u>Administer Workforce</u> > <u>Track Global Assignments (GBL)</u> > <u>Use</u> > **Reserve Orders** (all others) Even though these orders might be involuntary, lodging preferences are best known and requested by the reservist. - Verify ASQ is updated. - Verify Personal Information is current. - Verify no other duty/drills are scheduled during timeframe desired. - Complete the "Reserve Specific Info" tab. - Complete the "Reserve Order" tab. - Can click the "Email Printable Order" to print a copy of the "request". - Return to "Reserve Order" tab and press "Save" button.
4	**Supervisor (CGRSVSUP) or SPO (CGHRS/CGHRSUP)**	The Supervisor can click on the email link or navigate to <u>Home</u> > <u>Self Service</u> > <u>Manager</u> > <u>Task</u> > **Reserve Orders** The SPO can click on the email link, worklist or navigate to <u>Home</u> > <u>Administer Workforce</u> > <u>Track Global Assignments (GBL)</u> > <u>Use</u> > **Reserve Orders** - Verify or enter all of the information in Stage 3. - Correct/verify on the "Reserve Specific Info" tab the department funding the order (it defaults to the servicing ISC of the reservist's current duty/drill site).
5	**Servicing ISC (pf) (CGRSVISC)**	The ISC can click on the email link, worklist or navigate to <u>Home</u> > <u>Administer Workforce</u> > <u>Track Global Assignments (GBL)</u> > <u>Use</u> > **Reserve Orders** - Verify or enter all of the information in Stage 3. - Once the order is saved, accounting lines can be viewed by clicking the **TONO Accounting Info** button. - Nightly, obligated accounting lines are automatically entered into LUFS. Orders issued in conjunction with mobilization shall specifically state that the member is on active duty in support of a contingency operation.

6	Reservist	Reports for duty

7	**Supervisor or SPO**	The Reserve Order is accessible from the airport terminal
		Home > Self Service > Self Service for Commands > Use > **Command Information**
		or can be accessed through the previous menu options.
		
		• Receives Reporting/Departing information from members mobilization Command and completes the "Record Arrive/Depart Info" tab for payment.
		    • Enters Actual Report an Depart dates
		    • Completes the **Travel Report and Depart Dates Section**
		• Press "Save" button.
		
		Orders must appear in a "Ready" Status before Report/Depart endorsements can be made. If orders are not in a Ready Status contact ISC (pf)

8	**DIRECT ACCESS**	The Airport Terminal provides commands with the ability to view and process arrivals and departures of personnel. Status of Orders can be viewed and retrieved from the Airport Terminal. Orders will be in a **Pending** Status until approved by the ISC. Once approved the status will appear as **Ready**.

Tutorial

Tutorials for completing mobilizations are available. Visit our training web site at http://cgweb.psc.uscg.mil/.

Title 14 Reserve Mobilization

Definition   A Title 14 mobilized reservists may be recalled for 30 to 60 days. Mobilization orders can be issued to any reservist including IRR.
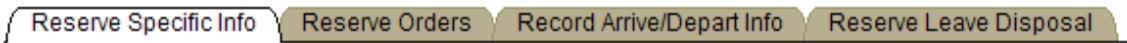
Stage	Who Does It	What Happens
1	**Headquarters**	Authorizes mobilization of reservists via ALCOAST.
2	**Members are identified for mobilization**	Districts, ISC (pf) and field units work together to identify appropriate members for mobilization.
3	**Reservist**	Completes request section of Reserve Orders in Direct Access
4	**Supervisor or SPO**	Verifies request or completes if needed.
5	**Member's Regularly Assigned Unit**	Screens member for mobilization/medical fitness. Ensures member has enough obligated service. Ensures member has up to date vaccinations and physicals. Assists member in making travel arrangements to mobilization site. Sends letter to member's employer notifying of the recall status. Mails member's medical record to the mobilization unit.
6	**ISC (pf)**	• Verify or enter all of the information entered in the Reserve Orders. • Once the order is saved by the ISC, accounting lines can be viewed by clicking the **TONO Accounting Info** button. • Nightly, obligated accounting lines are automatically entered into LUFS.
7	**Member's Regularly Assigned SPO**	**Records Actual Departing and Reporting dates in Direct Access Reserve Orders and starts applicable Pay Entitlements**. Coordinates any service obligation paperwork. Coordinates processing of travel advance requests. Forwards SPO PDR to the SPO that will be servicing the member at the mobilization site.
8	**Member**	Reports for mobilization duty. Completes check-in paperwork. Prepares travel claim. Verifies SGLI for self and spouse. Updates mailing/e-mail address and direct deposit information in Direct Access (if applicable) [if access to the CG intranet is unavailable, requests that SPO input mailing address / direct deposit information].
9	**Mobilization Unit**	Reports reservist aboard. Ensures reservist and dependent/s are issued ID card/s.
10	**PSC (TVL)**	Processes requests for travel advances.
11	**SPO / PSC**	Maintains reservist pay and leave accounts during mobilization.
12	**Member**	Submits periodic travel claims (normally monthly) if entitled to per diem while in mobilization status.
13	**PSC (TVL)**	Processes travel claims.

Title 14 Reserve Mobilization

Direct Access Procedures

Introduction   This section provides the procedures for completing a Title 14 Reserve Mobilization in Direct Access.

Procedure   Start Direct Access, sign-in and follow these steps to access Reserve Orders.

Step	Action
1	## *Member Request* **The Reserve Orders Request portion can be completed by the member, ISC or SPO.** Reserve Orders can be accessed several ways 1. As the member. Home > Self Service > Employee > Tasks > **Reserve Orders** **View/Complete Order Info** Request, view, print, modify, approve an order. 2. From your Worklist (if your SPO routed them to you for Review. Home > Self Service > Manager > View > **View My Worklist** 3. From the Airport Terminal in the menu path of: Home > Self Service > Self Service for Commands > Use > **Command Information** **NOTE: Reserve Orders will not be in the Airport Terminal until the Reserve Orders tab is completed (see Step 3 below)** 4. By selecting menu items in the following order, you can access a specific Employees Orders by entering an Employee ID. Home > Administer Workforce > Track Global Assignments (GBL) > Use > **Reserve Orders**
2	**Navigate to the Reserve Orders and Click the Add a New Value link**
3	**Note:** Standard Direct Access users will only see the first two tabs below. ISC (pf) and SPOs will be able to view all the tabs. Only the first two tabs are required to complete the request for orders. Reserve Specific Info \ Reserve Orders \ Record Arrive/Depart Info \ Reserve Leave Disposal The four Tabs of the Reserve Orders are displayed after selecting an existing order or creating a new order: • Tab 1 collects Reserve TONO & Accounting data • Tab 2 is the Reserve order request & becomes the Reserve order when authorized by the ISC (pf) • Tab 3 is for Endorsement & Check-in/Checkout after the order has been authorized by ISC (PF) • Tab 4 is for Processing Leave after completion of duty between 30 and 139 days in duration or for back-to-back long-term orders. This guide will cover each tab in depth.

Title 14 Reserve Mobilization

4	**The initial view defaults to the** Reserve Specific Info **tab.**

	Type of Duty: Select the drop down box and click Invol Active Duty, Title 14
	Payment for Duty: Select the drop down box and click an entry from the list.
	Payment for Travel: Select the drop down box and click an entry from the list.
	Days of ADT-AT requirement satisfied by these orders: Enter the number of days of ADT-AT you would like to waive for this Anniversary Year.
	Dept. benefiting from this duty: This field defaults to the member's current reserve duty site. If the member is performing duty at other than the normal drilling unit you MUST enter the Duty Department ID. To look up the Dept ID click the 🔍 button.
	Dept. funding this order: This field defaults to the member's current ISC. Enter the appropriate Department ID as directed by the mobilization ALCOAST.
	LUFS Project Code/Number: Only visible to ISC (pf) personnel. Defaults to CGR1. ISC (pf) can modify.
	In the **Entitlements** check box select Partial. Entitlements ○ Full ⦿ Partial 🛈 When you select Partial Entitlements a new Partial Entitlements tab will appear at the top. We will complete this in a later step.

5	Click the Reserve Orders tab. The first section to complete is the **Basic Information** block.

Title 14 Reserve Mobilization

5 (cont)	

Basic Information

Purpose: [_____] ▾   Duty Payment: Travel Payment:

Order Begin Dt: [_____] 📅   Order End Dt: [_____] 📅   Sequence: 1473832

Authority (REF): CG PSC [_____]   Authorizing Official (Name, Rate/Rank): [_____]

*Order Status: Proposed ▾   Type of Duty: [_____] ▾

☐ Govt Credit Card Holder   ☐ Is Travel Authorized for These Orders?   ☐ Contingency Operation

---

[_____] ▾

[purple bar]
Acquisition - General
Aids to Nav Contingency
Boating Safety Activity
Boating Safety Contingency
Civil Rights - General
Command, Control & Comms
Contingency Preparedness
Defense Contingency
Defense Operation
Engineering & Logistics

In the Purpose drop down box select the purpose that most closely represents the reason for the mobilization.

Order Begin Dt: [_____] 📅

Enter date the mobilization orders are effective. The effective start date will be indicated in the Mobilization ALCOAST. Any required travel time is also be included in this date.

Order End Dt: [_____] 📅

Enter the estimated order end date. Typically Title 14 orders are issued for 30 to 60 days.

Authority REF: Enter the Message Authority for Mobilization or other document directing the mobilization.

Authorizing Official: Enter the name, rate/rank of the person who is authorizing the orders, normally from the Order Issuing Authority.

---

*Order Status will be grayed out and indicate "Proposed". Proposed indicates that the orders have not yet been approved nor assigned accounting data. *Order Status: [Proposed ▾]

Only ISC (pf) users have access to this field.
The only time you should change the Order Status is if the orders are cancelled. In that case change the status to "Cancel".

ⓘ As Title 14 orders are created and processed the status will change from Proposed, Ready, Enroute and Finished.

Proposed – Orders are in a request status.
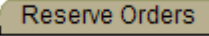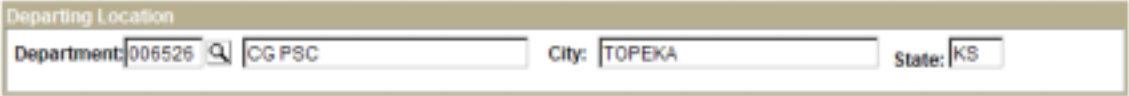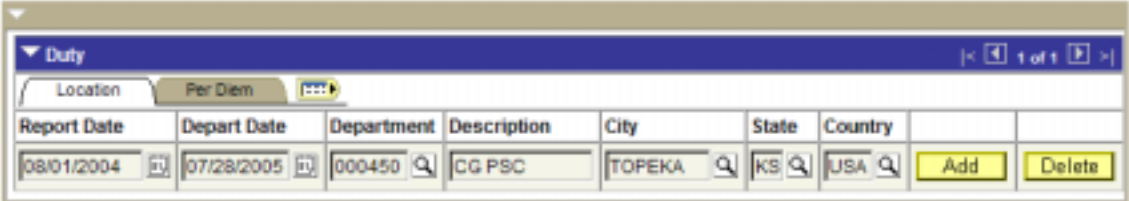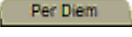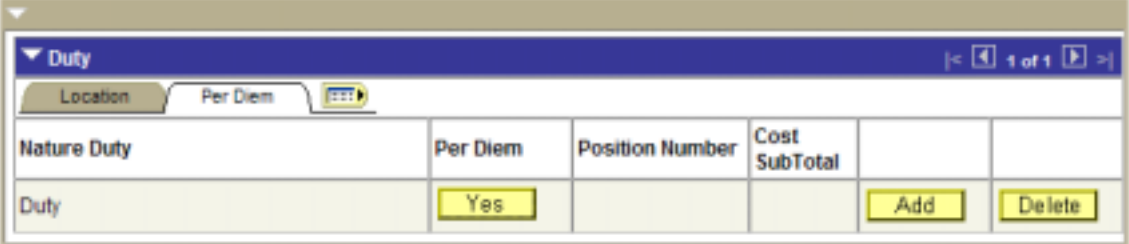Ready – Orders have been approved and assigned a TONO and Accounting Data.
Enroute – The Actual Reporting and Departing Dates have been completed.
Finish – Orders are complete. The RELAD document will trigger the termination of the Reserve Orders.
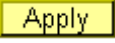
5 (cont)	**Type of Duty:** This field is pre-filled based on what was selected in the **Duty Type** field under the **Reserve Specific Info tab** (step 4 above).
	Gov Credit Card Holder: Check this check box if the member holds a government credit card.
	Is Travel Authorized for These Orders? Check this box if the member is authorized travel entitlements in order to report to the mobilization site. Not auth for local reservists. Commuting reservists are only authorized one round trip. See JFTR Chapter 4. Checking this box will activate additional travel entitlement fields that will be completed below.
	The **Contingency Operation** ☐ Contingency Operation box may be checked for Title 14 orders. Once the box is checked the following fields will appear above it. Sequence: 1473832 View Contingency Op Contingency Op ID: [ ] 🔍 You could enter the Contingency Op ID if known or click the **View Contingency Op** link. The Contingency Operation is used only when applicable and should be defined by the Orders Issuing Authority. For example, examples of Title 14 authority will define the operation to assign orders in addition to which cost center to use in the accounting lines. COMDT (G-WTR) sets up each operation in the system.
6	The **View Contingency Op** link will open up the below screen *Operational ID: [ ] 🔍 Authority: Department: [006526] 🔍 PSC ISD PROCEDURES BR *Start Date: [09/14/2001] 📅 End Date: [09/13/2003] 📅 Reference/Authority: [ ] Voluntary Activation ☐ Cancel ☐
	*Operational ID: If you click the 🔍 button it will reveal all of the current Contingency Operations
	Authority: Not used.
	Department: Enter the department ID of the unit where the member will perform the Title 14 duty. You may click the 🔍 button to perform a search for department IDs.
	*Start Date: Auto-filled based on the Operational ID selected.
	End Date: Auto-filled based on the Operational ID selected.

6 (cont)	**Reference/Authority:** Cite the U.S. Code that is referenced in the mobilization ALCOAST, e.g. 10 USC 12302 and Executive Order 13223.
	Voluntary Activation: Title 14 recalls are involuntary so leave blank.
	Cancel: Use this button to cancel any changes you have made to the current screen.
	When complete with the above fields click [Apply].
	After clicking Apply click [OK].
7	You are now back to the [Reserve Orders] tab. Scroll down to the **Departing Location** box. The department defaults to the member's regularly assigned reserve duty station. If the departing location is different you may type in the Department ID if known or click the 🔍 button to perform a search. The City and State fields will auto-fill based on the Department chosen.
8	Scroll down to the **Duty** section of the Reserve Orders. The **Report and Depart dates** will auto-fill based on the dates entered in the Basic Information Section of the Reserve Orders Tab under step 5. These dates should not need to be modified. The **Department** will default to the member's regular reserve drilling site. Modify the Department to reflect the mobilization site the member will work at if different from the regular site.
9	Click the [Per Diem] tab if travel was authorized. If no travel was authorized skip to step #11.

10	Click the [Yes] button and the following Per Diem screen will pop up.

Per Diem

Current Messing Entitlement: [_____] ▼

Quarters: ○ Government   Amount, If Any, $: [_____]   ☐ Contracted
○ Commercial

Lodging Rate
○ Stardard
○ Up to 150% (Actual)
○ Up to 300% (Super Actual)

Messing: ○ Commercial Rate(Full Locality Per Diem)
○ Government Rate (Military Only)
  ● Mess is Directed for ALL three meals
  ● Proportional Rate
  ● Reduced Per Diem Amt of $: [_____] IAW COMDT LTR of [_____]
● Reduced Rate(Civilian Only)CIV Reduced Per Diem Amt:
● No Per Diem Authorized (Civilians Only)

Lodging Rate: [____]   Per Diem MI&E Rate: [____]

CONUS PER DIEM   OCONUS PER DIEM

Travel at Duty Site

☐ Rental Car ☐ Upgrade Authorization   Upgrade to: [_____] ▼

☐ Local Travel (icludes taxi, bus, metro & other public trans)

NOTE: ADD ANY DEVIATIONS TO THE NOTES SECTION OF THE ORDERS.

Current Messing Entitlement: Select the subsistence allowance the reservist receives at their regular mobilization site.

For officers leave blank.

[_____] ▼

ENL BAS minus Discount Meal
Enlisted BAS
Regular BAS

Quarters: Indicate the type of quarters the reservist will occupy at the mobilization site.

Quarters: ○ Government   Amount, If Any, $: [_____]   ☐ Contracted
⊙ Commercial

Lodging Rate
○ Stardard
○ Up to 150% (Actual)
○ Up to 300% (Super Actual)

If selecting **Commercial** check the appropriate item in the **Lodging Rate** field.

🛈 Any rate other than **Standard** must be approved by the **Order Issuing Authority** and so noted on the orders.

10 (cont)	**Messing:** is the entitlement the member will receive at the mobilization site. See Reference (C), section 3-A and 3-B concerning regulations.

Messing: ● Commercial Rate(Full Locality Per Diem)
○ Government Rate (Military Only)
● Mess is Directed for ALL three meals
● Proportional Rate
● Reduced Per Diem Amt of $: [ ] IAW COMDT LTR of [ ]
○ Reduced Rate(Civilian Only)CIV Reduced Per Diem Amt:
○ No Per Diem Authorized (Civilians Only)

Lodging Rate: [ ] **Per Diem MI&E Rate:** [ ]

The **Lodging Rate:** and **Per Diem MI&E Rate:** must be manually completed.

Click the CONUS PER DIEM OCONUS PER DIEM links to retrieve lodging and per diem rates.

Travel at Duty Site

Travel at Duty Site

☐ Rental Car ☐ Upgrade Authorization Upgrade to: [ ]

☐ Local Travel (icludes taxi, bus, metro & other public trans)

Rental car and upgrade: Select only if authorized by the order issuing authority.
Local Travel: Select only if authorized by the order issuing authority.

Click the OK button.

11	**Leave the Authorized Delay Enroute field blank.** These fields will be auto-filled from the **Travel Report and Depart Dates** completed under the Record Arrive/Depart Info tab (step 23) **Authorized Delay Enroute** View All First 1 of 1 Last Est Duty Begin Dt: Est Duty End Dt: 09/13/2003 Department: 006526 1 of 1 Begin Date End Date Description 1 [ ] [ ] [ ] Add Delete

| 12 | Scroll down to the Primary Mode of Travel section if travel is authorized.

Select primary mode(s) of travel. When an item(s) is selected, an item in **Primary Mode of Transportation** must also be selected.

Primary Mode of Travel
☐ Commercial Carrier (own expense subject to reimbursement)
☐ Gov't Transportation Account (GTA)
☐ Gov't Owned Conveyance
☐ Privately Owned Conveyance (POC)
◉ Gov't Advantageous   ◉ Not to exceed cost of GTR $ ▭

Primary Mode of Transportation
○ Air   ○ Bus
○ Car   ○ Motorcycle
○ Train   ○ Vessel

Remain Over Night (RON)
☐ Remain Over Night (RON)   # Days: ▭   RON Locality: ▭

Medical Travel

Remain Over Night (RON): This sections titled is for forced overnight when not previously authorized by the issuing authority.

Medical Travel: This section is not used for Mobilization Orders. |
| --- | --- |
| 13 | Scroll down to the ▼ Other Authorized Expenses Section

These Expenses may only be authorized by the Order Issuing Authority

▼ Other Authorized Expenses

▼				
*Authorized	Expense	Proposed Amount		
▭ 🔍			Add	Delete

If Other Authorized Expenses are authorized, Select the Magnifying glass in the Search Dialog Box 🔍.
Enter the Misc Expense code (if already known), or a description to lookup a specific authorization.
Click on the Lookup to view a listing of available Authorized Expenses.

To add additional authorized expenses, click on the Add button. To remove expenses click on the Delete button. When selecting the delete button, the following window will display, click OK.

Microsoft Internet Explorer ☒
❓ Delete current/selected rows from this page? The delete will occur when the transaction is saved.

OK   Cancel |

Title 14 Reserve Mobilization

14	Scroll up and click on the **Partial Entitlements** tab.

The Member should check with their Servicing Personnel Office (SPO) Or ISC (pf) to complete this SECTION.

Field	Description
BAH II Entitlement code	Select the BAH II Entitlement from the listing.
Travel BAS Entitlement	Select the Travel BAS Entitlement from the listing.
Duty BAS Entitlement	Select the BAS Entitlement for the Duty Unit.

Click the Save **button.**

15	Scroll down to and Click the [Route For Approval] button.

The request can now be routed to the reservists supervisor or unit for review.

Home > Administer Workforce > Track Global Assignments (GBL) > Use > **Reserve Orders**

Approval Status: Pending

Approval Recommendation:

Forward To:

Email Address:

Approval Path: Davies,Geoffrey M. 2004-07-28 Pending;

Comments:

OK   Cancel

Field	Description
Approval Status	The **Approval Status** field is only active for ISC (pf) personnel. When the orders are ready to be approved ISC (pf) personnel will select **approved** from the drop down list.
Approval Recommendation	The **Approval Recommendation** field is used for Supervisors/Command Users to note their recommendation.
Forward To	Enter the Employee ID of the Supervisor, SPO Supervisor or Technician who will next be Working, Reviewing or Approving these orders. You can also click on the 🔍 button to look up an Employee ID.
EMail Address	Direct Access will send an E-mail to the Employee ID entered in the **Forward To** block above. **ALL USERS MUST MAINTAIN A VALID E-MAIL ADDRESS IN DIRECT ACCESS in order to receive Orders via e-mail.**
Approval Path	Leave as it. This field will show who the orders have been routed to.
Comments	Enter comments if desired.

Click the [OK] button

15 (cont)	Click the Save button
	That was the final step for the Member Request portion of the Reserve Orders.

1	## *Supervisor/Unit Approval*
	The Supervisor will receive E-mail from PSOFT@hrsic.uscg.mil with the subject of Order Approval Request. Click on the Link located in the E-mail to access the orders **OR** enter Direct Access through:
	Home > Self Service > Manager > Tasks > **Create Reserve Orders**
	Home > Administer Workforce > Track Global Assignments (GBL) > Use > **Reserve Orders**
2	Enter the Employee Id number of the member whose orders you wish to review then click the Search button. You can also search for an Employee Id using the 🔍 button.
3	At the **Search Results** Page, select the orders by clicking on them. The Orders will be in a "Proposed" status.
4	The Supervisor/Unit should make any changes or corrections as needed. **Order Notes** may also be added or modified as needed. **Follow the procedures in ISC Procedures to add or modify notes.**
5	When the Supervisor is satisfied the Order Request is accurate they will forward the orders to their servicing ISC (pf) for final approval. **Follow the procedures in Step 15 of Creating the Orders to route the orders.**

Title 14 Reserve Mobilization

ISC Procedures

Introduction	This section provides the procedure for the ISC (fot/pf) staff to assign TONOs, add notes and approve orders. ⓘ **Direct Access generates the 71 type TONO for pay and allowances automatically when the ISC (pf) approves and saves the transaction. 11 and 13 type TONOs for travel are not system generated and must be either added to the orders as an amendment memo or included in the Notes field.**

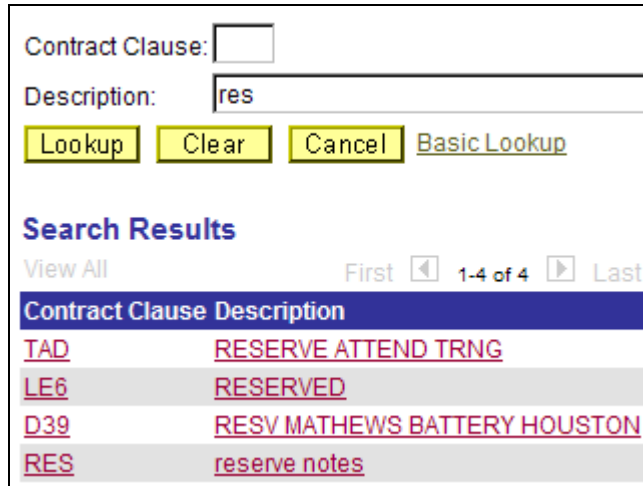| Accessing the Orders	The ISC approver can click on the email link, worklist link or navigate to Home > Administer Workforce > Track Global Assignments (GBL) > Use > **Reserve Orders**

1	**ISC (PF) must review all data for correctness before continuing.**
2	Scroll to the bottom of the page and click the [Order Notes] button. ⓘ Orders issued in conjunction with mobilization shall specifically state that the member is on active duty in support of a contingency operation.
	• **Order Notes** are printed on the physical orders. • All Order Notes are editable. • Anyone may enter or edit order notes. • Primarily to be used by SPO and ISC personnel. Home > Administer Workforce > Track Global Assignments (GBL) > Use > Reserve Orders **Order Notes** EmplID: Jennifer Empl Rcd Nbr: Sequence: 1473836 **Order Notes** |< ◄ 1 of 1 ► >| Add Delete *Order Note *Sequence Number: Print ☑ OK Cancel

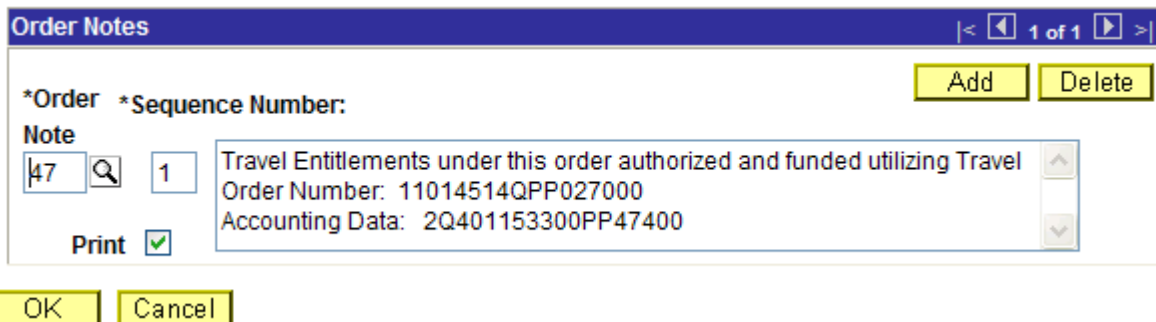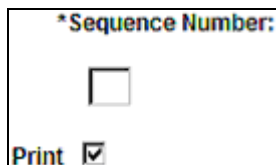|	
2 (cont)	Click the 🔍 button to search for order notes.
	There are thousands of Order Notes/Contract Clauses. Performing a search using the Description field is the most efficient way to cut the number down. The below screen shows an example of a search performed using RES as a description. BLANK will bring up an empty order note.
	Contract Clause: [ ] Description: [res] [Lookup] [Clear] [Cancel] Basic Lookup **Search Results** View All First ◀ 1-4 of 4 ▶ Last **Contract Clause Description** TAD RESERVE ATTEND TRNG LE6 RESERVED D39 RESV MATHEWS BATTERY HOUSTON RES reserve notes
	ⓘ **Select a Blank order note. Use this empty field to document the issuance of the 11 or 13 type TONO.** **Order Notes** |< ◀ 1 of 1 ▶ >| [Add] [Delete] *Order *Sequence Number: Note [47] 🔍 [1] Travel Entitlements under this order authorized and funded utilizing Travel Order Number: 11014514QPP027000 Accounting Data: 2Q401153300PP47400 Print ☑ [OK] [Cancel]
	The **Sequence Number** is a required field. The number indicates the sequence that the notes will appear on the orders. Click the **Print check box** if you want the notes to appear on the printed orders. *Sequence Number: [ ] Print ☑
	When done with the Order Notes click the [OK] button.
3	The three links at the bottom of the page, Member Info, Travel (General) and PSC Travel Information are quick links to reference sites. The [Dependents Auth to Travel] button is not used for Mobilization Orders.

4	Click Email Printable Order if you would like to email yourself a copy of the orders in Adobe .pdf format. The orders will read "**Not Ready for Execution**" until the ISC approves them.
5	**Orders can now be approved and routed to the SPO to complete the <u>Actual Begin and End Dates</u>, and <u>Pay Entitlements</u>.**
6	Click the Route for Approval button.
7	Set the Approval Status to "Approved". Home > Administer Workforce > Track Global Assignments (GBL) > Use > **Reserve Orders** Approval Status: Pending Approval Recommendation: Forward To: Email Address: Approval Path: Davies,Geoffrey M. 2004-07-28 Pending; Comments: OK Cancel Click the OK button. Note: You can use the "Forward To" field to enter the Employee ID number of the person at the SPO who will be completing the endorsements. This is optional. However, it is a good way to let the SPO know they have a reservist who will be reporting for duty soon.
8	Click the 🖬 Save) Button **Once the transaction is approved and saved by ISC (pf) personnel a 71 document is automatically generated. Details of this TONO may be viewed by clicking the** TONO Accounting Data **button. Only the estimated cost field is editable.**
9	**Under the Reserve Orders tab the Order Status will now indicate "Ready".** *Order Status: Ready **Orders are now available to the SPO to complete the <u>Actual Begin and End Dates</u>, and <u>Pay Entitlements</u>.**

1	# *SPO Procedures*
	Click the [Record Arrive/Depart Info] ***tab.***
	This tab is completed by the Reservist's supervisor or SPO when the member has arrived at their duty station.
	Most of the information on this screen is pre-filled based on the previously entered information.
	The required fields are the Begin and End Dates and the Travel Report and Depart Dates.

Authorized Orders Info

Order Begin Dt:	08/01/2004	Order End Dt:	07/28/2005	Sequence:	1473836
Authority (REF):	ALCOAST 402/01		Order Status:	Ready for Member to Execute	
Duty Type:	Invol Active Duty, Title 10				
Departing Department:	000450	CG PSC			

Actual Report and Depart Dates   View All   First ◀ 1 of 1 ▶ Last

Actual Duty Begin Dt:	[ ]		Actual Duty End Dt:	[ ]
Est Duty Begin Dt: 08/01/2004			Est Duty End Dt: 07/28/2005	

New Destination Department:	000450	CG PSC
Nature of Duty:	Duty	

Travel Report and Depart Dates   First ◀ 1 of 1 ▶ Last

Begin Date	End Date	Description
01/01/2004	01/01/2004	Travel Time [+] [−]

Complete these Actual dates even though the Actual Duty End Dt: may not have occurred. These dates may be completed in advance.

ⓘ **The Actual Duty Begin Date is the day the member leaves their home to report for duty.**

Actual Duty Begin Dt: [ ]   Actual Duty End Dt: [ ]

Title 14 Reserve Mobilization

1 **(cont)**	**A mandatory entry in the Travel Report and Depart Dates field is Home to Duty.** **The Begin Date will be the same as the Actual Duty Begin Date.** New Destination Department: **Nature of Duty:** [Compensatory Absence / Dateline Adjustment / Duty to Home / **Home to Duty** / Leave INCONUS / Leave OCONUS / Leave Sick / Non-Chargeable Absence / Proceed Time / Travel Time] **Travel Report and Depart Dates** — First ◀ 1 of 1 ▶ Last **Begin Date** 07/01/2004 **End Date** 07/01/2004 — Home to Duty [+] [−] If Delay Enroute was authorized click the [+] button to add a new row. ⓘ **The mandatory Home to Duty selection must always overlap all of the authorized delay Enroute (see below for an example). If there is no Delay Enroute the Home to Duty entry will be for one day. The Home to Duty begin date is the day the member left their home to report for duty.** **Travel Report and Depart Dates** — First ◀ 1-3 of 3 ▶ Last **Begin Date**	**End Date**	**Description** 07/01/2004	07/06/2004	Home to Duty [+] [−] 07/01/2004	07/04/2004	Leave INCONUS [+] [−] 07/05/2004	07/06/2004	Travel Time [+] [−] ⓘ There is no **Duty to Home** or **Travel Time** entries for Title 14 orders on the return days. This also applies to any Reserve Orders that have a duration of only one day.
2	When complete click the 🖫 Save button. This creates the appropriate pay transaction.
3	Under the Reserve Orders tab the Orders Status will now indicate. ***Order Status:** [Enroute] ⓘ **Title 14 Orders remain in an Enroute status for the duration of the member's mobilization period. There will be no need for further modifications to this document unless the mobilization date is extended. The RELAD document required at the end of the mobilization period will change the Order Status to Finished.**
4	The [Reserve Leave Disposal] tab is not used for Title 14 Mobilizations. Accrued leave will be reconciled on the RELAD transaction.

5	Go to <u>Home</u> > <u>Compensate Employees</u> > <u>Maintain Entitlements</u> > <u>Use</u> > **Employee Entitlements** to start any Pay Entitlements associated with the mobilization.

Title 14 Reserve Mobilization

Reserve FAQ

- ISC (pf) approves all Reserve Orders.

- Accounting is generated by the system and cannot be changed. Contact COMDT (G-WTR-3) if accounting lines are not being generated properly.

- Reserve Orders is separate from other processes that were once combined in SDA-II.
    - Accessing a reservist from boot camp requires both an accession and Reserve duty order.
    - PCS'ing a reservist for an EAD contract require both a PCS and Reserve duty order.
    - Switching a reservist from SELRES to IRR or any Reserve status to RET-2 will require a status change and MAY require a PCS, depending on the current permanent duty site of the reservist.
- Does the reservist get an email when the order are authorized?
    - IF the ISC (PF) put an Emplid in the "route To" block,. That person will get an email. However, the link in the email is only accessible to SPO and ISC roles.

- Do not use the Reserve Orders module to: (a) change a Reservist's active duty orders from one type of active duty to Title 10 active duty; or (b) change a Reservists active duty orders from Extended Active Duty to another type of active duty. The user should: (a) use the Separations module to RELAD the member; then (b) use the Reserve Orders module to initiate new orders to active duty.

- If unable to extend Reserve Active Duty orders because the original orders are not present in Direct Access (due to the SDA-II to Direct Access conversion) send an e-mail to PSC (CC). CC will then request that PSC (ID) run a script to create the missing Reserve orders in Direct Access.

- Errors will occur in the Reserve Orders module if the Reservist does not have sufficient obligated service to cover the entire reserve period entered in Direct Access. Ensure any needed Obligated Serve requirement is completed in Direct Access before processing the Reserve Orders.